

INDIANA STATE LIBRARY – PROFESSIONAL DEVELOPMENT OFFICE INTERN

JOB DESCRIPTION

The Indiana State Library is seeking an intern to assist with various duties within the Professional Development Office. The incumbent will assist in creation and maintenance of training programs, promotional materials and databases.

ESSENTIAL FUNCTIONS:

- Assists in the day-to-day activities of the Professional Development Office
- Assists in the development of an author/illustrator database
- Verifies and updates current information in author/illustrator wiki
- Assists Program Director of Certification in management of certification documents
- Writes content for PDO and State Library publications as requested
- Assists in the development of a public library meeting space database
- Organizes, prepares, and submits statistics and other reports as required
- Performs other duties as assigned

QUALIFICATIONS:

Must be enrolled in an ALA-accredited Masters of Library Science degree program or equivalent. Proven marketing, PR, or library outreach experience preferred.

ADDITIONAL INFORMATION:

Interested candidates should email a copy of their résumé to agriffis@library.IN.gov. Also, please include in the body of the email a brief cover letter or statement detailing which intern position(s) most interest you.